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17 March 1960

MEMORANDUM FOR: Director of Training

THROUGH : Executive Officer *WAB*

SUBJECT : Weekly Activities Report No. 4
Instructional Services Branch
22 January - 17 March 1960

I. SIGNIFICANT ITEMS

A. Film Production

Security Film

25X1A9a All work on the sound stage involving the third sequence [REDACTED] was completed on 11 March. This week has been devoted principally to casting the fourth and final sequence

25X1A9a [REDACTED] and shooting odds and ends of the film which can be accomplished at Headquarters which allows the Director to spend some time participating in interviewing actor candidates.

25X1A9a The role of "██████████" is the most difficult one in this film to cast. On 14, 15, and 16 March, seventeen persons were interviewed and tested and, as usual, the next to last candidate came closest to possessing the qualities we are looking for. She will probably be cast in the role provided her office (OSI) sees fit to make her available.

If casting can be completed this week, set design and construction will begin next week at [REDACTED], with shooting to begin no later than 28 March. 25X1A6a

Production is running approximately three weeks behind schedule due to illness of one of the actors and delays caused by inclement weather.

Four to five weeks will be required to shoot the final sequence.

Rushes of all film exposed to date have been viewed and appear satisfactory.

25X1A9a [REDACTED] braved the ice and snow to drive to [REDACTED] last 25X1A6a
week and give us a very helpful and artistic hand in

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decorating nine walls of a set.

B. Audio Aids Section

Nothing of significance to report.

C. Visual Aids Section

The following represents accomplishments of the stated period:

JOT - Mount photos, assorted sizes, total 5.

Management Staff - Chart, large size, Organization of DDP.

Registrar - Layout drawings for OTR Support exhibit.

Article headings for "Bulletin" periodical,
total 4, rough sketches complete and OK.

LAS - photo and prints, small, mounted w/lettered captions,
total 25.

Intelligence School - Display for support exhibit, "Commo"
45% complete.

Revisions to 3 charts, assorted sizes,
CIA Organization.

Revisions to 2 display panels - OSI.

Ops School - Charts, small size, total 3.

Ops Support - Revisions to large chart, "Projects Approval
Procedure."

Revisions to DDP flip charts

Large chart - Area Division Organization

4 large charts - Organization of CIA, DDI,
DDS, and DDP.

Flip chart page,

25X1A8a

Display, OCR, 65% complete.

ISB - Signs, photos, etc. to be used in Security film.

25X1A9a

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